EMBASSY OF THE UNITED STATES OF AMERICA
Bangui, Central African Republic

VACANCY ANNOUNCEMENT

NUMBER: APER 008/11	**DATE:** JULY 14, 2011

OPEN TO: **ALL INTERESTED CANDIDATES**
POSITION: Accounting Technician
OPENING DATE: July 14, 2011
CLOSING DATE: July 27, 2011
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: *Ordinarily Resident: CFA 6,082,451 p.a (starting Base salary)
Position Grade: FSN-07

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of Accounting Technician in the Management Section (Budget and Finances).

BASIC FUNCTION OF POSITION:

Provides Accounting maintenance to the Embassy Budget and Fiscal Section for the State Representation and FBO accounts. Prepares and calculates in-country and international travel vouchers. Processes utilities vouchers and accounts receivables. Acts as Alternate Class B Cashier.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:**
   Completion of secondary school is required; college education desirable.

2. **REQUIRED WORK EXPERIENCE:**
   Nine years experience in Voucher examining, bookkeeping or related fiscal clerical work. Normally the full nine years of experience in voucher examining work for a U.S. Government Agency.

3. **REQUIRED LANGUAGES:**
   List both English and host country language(s) by level and specialization.
   Level III (Good Work Knowledge) English required.
   Level III (Good work knowledge) French is required.

4. **REQUIRED JOB KNOWLEDGE:**
   A good working knowledge of the basic requirements of applicable sections of the FAM, GAO decision and standardized regulations. Ability to understand the basic requirements of applicable regulations and procedures as they apply from routine to moderately difficult voucher examining cases.

5. **REQUIRED TECHNICAL KNOWLEDGE:**
   The knowledge of appropriation and allotment book-keeping and accounting procedures related to maintaining, reconciling, and closing accounts in U.S. Government activities, including appropriation funding, allotments, obligations, and disbursements; of the accounting procedures and operations of an integrated manual and computerized accounting system; of State Department and associated agencies; accounting policies and procedures; and of related reporting systems involving extensive supporting schedules and analyses to explain changes from previous reporting periods. Work constructively with GSO Procurement section, warehouse personnel and others involved in the acquisition process to maintain complete records and supporting documentation of certification of payment.

SELECTION PROCESS:
When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

TO APPLY:
Interested applications for this position must submit the following or the application will not be considered:
1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Management Officer
American Embassy Bangui
P.O. Box 924
Bangui, CAR
Attention: Warren Nixon

DEFINITIONS:

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
   a) US citizen;
   b) Spouse or dependent that is at least age 18;
   c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
   d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Warren Nixon
Management Officer